## RECORDS RETENTION AND DISPOSITION SCHEDU

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## **ALL ARIZONA COMMUNITY COLLEGES**

Function: **Curriculum Office** 

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention

0.	RECORD SERIES	R.S. Code	n has the RETE Off.	ENTION R.C.		REMARKS (Include start point of retention.)
	Ourstandam Lt. L. III					
	Curriculum history files				Perm	Consider microfilm after course is discontinued
	College curriculum council minutes				3	After calendar year prepared
3						
į						Supersedes Schedule Dated: April 26, 2000